

RESUME REVIEW CHECKLIST: LEAD 2000/3000

Student Name: \_\_\_\_\_

LEAD Section (circle): 2:00pm 3:30pm

Reviewer Name: \_\_\_\_\_ Overall Resume Feedback Category..... Adequate  Good  Excellent

Errors: minus 5 points (If staff reviewing your resume check four or more boxes for errors, five points will be deducted.)

Format: Did not use LEAD 2000 or Harvard format, minus 2.5 points

Resume Sections (If checked, update resume to address)

**FORMATTING: Consider these items for the overall document & all sections**

- Consistent spacing/white space between sections, after headers .....
- Margins are same size top to bottom and left to right (1 or .75 inches) .....
- Font is 11 or 12 point; same font style is used consistently (headers & bullet text) .....
- Roles listed in reverse chronological order (according to end date) in each section .....
- Resume aesthetics convey attention to detail, professional writing style .....
- Descriptions **do not** include personal pronouns (I, my, they, their) .....
- Correct spelling throughout document .....
- Bullet points consistently end with or without punctuation .....
- Bullet point alignment/spacing is consistent throughout document .....
- All dates align .....
- Resume is one page in length .....

**HEADER**

- Name - Larger font (no larger than 16pt), bold .....
- Single address listed (two addresses only when home address is distant) .....
- Marquette email address (marquette.edu written in full) .....
- One phone number listed, cell phone preferred .....
- Phone and e-mail listed without "phone" or "e-mail" labels .....
- Abbreviations (or lack thereof) used **consistently** (North & Street **OR** N. & St.) .....

**OBJECTIVE** Optional

- States what you can offer to the company .....
- States an industry focus and/or the internship or job position you are seeking .....
- Concise, one or two phrases .....

**EDUCATION**

- University's full name, city and state .....
- Graduation Date - Listed as a month and year without "expected" or "graduation" .....
- Degree listed as "Bachelor of Science in Business Administration." .....

- Names of major(s) or minor(s) are written fully (not abbreviated) .....
- Majors heading is plural for multiple majors (Majors: A and B) .....
- GPA (optional; include if 3.0 or higher). If listed, include the 4.0 scale (X.X / 4.0 or X.XX / 4.00) .....
- No high school information. Other colleges are listed **if a degree was earned** .....
- Study abroad formatted as discussed in class .....

**SKILLS** (optional – under Education)

- Language(s) skills specified: fluent, native, proficient, conversational, etc. ....
- Specialized computer experience only (NO Word, Excel, or PowerPoint listed) .....

**EXPERIENCE**

- Experience heading is specified (Related Experience, Work Experience, etc.) .....
- Consistent use of font effects to highlight company name, position title .....
- Position listed with job title, company name, city and state .....
- Dates for current roles are listed as Month Year – Present. Dates for completed roles are listed as Month Year – Month Year .....
- Bullets describe responsibilities, skills, and accomplishments with relevant detail...
- Outcomes and quantitative data used when appropriate (increased sales by 25%) .
- Bullet points are listed in order of importance .....
- Action verbs are used to begin each bullet point .....
- Past employment described with past tense verbs, current with present tense .....
- Verb forms match an "I" subject (*Lead teammates, NOT Leading teammates*) .....

**HONORS & ACTIVITIES**

- Student/campus organizations, leadership roles listed in order of importance .....
- Descriptive bullets used for leadership roles, if appropriate .....
- Font styles and verb usage for roles are similar to the experience section .....
- If scholarships are listed, the reason for the scholarship is included .....
- High school accomplishments, including sports, are **not included** .....